



# Ethics Commission



# Ethics Commission

## Mission Statement

To preserve public confidence in City government through education, advice, and the prompt and fair enforcement of local government ethics laws.

## Department Description

The Ethics Commission's purpose is to advise and educate City officials and the public about ethics laws; monitor, administer and promptly and fairly enforce the City's governmental ethics laws; propose new ethics law reforms; conduct investigations; refer violations to appropriate enforcement agencies; and audit disclosure statements.

## Service Efforts and Accomplishments

The Ethics Commission received a total of 70 complaints during calendar year 2002 in the form of formal complaints signed under penalty of perjury, informal complaints, and referrals from the City Clerk.

The Commission has collected \$9,000 in fines and entered into seven stipulations in-lieu-of proceeding with administrative enforcement actions.

The Mayor and City Council approved the Investigative and Enforcement Procedures on February 11, 2002.

The Mayor and City Council adopted the Ethics Ordinance on April 29, 2002.

The Commission published its information brochure, "A Basic Guide to Information Concerning the San Diego Ethics Commission Jurisdiction, Responsibilities and Procedures", in June 2002.

The Commission approved its Operating Policies on July 25, 2002.

The Mayor and City Council approved the revision of Council Policy 000-04 on September 24, 2002, making an ethics education program mandatory for individuals who fall within the Commission's

jurisdiction.

The Commission began its review of the City's Election Campaign Control Ordinance on November 7, 2002.

The Mayor and City Council approved the final Audit Manual on February 10, 2003.

## Future Outlook

Continue the review of and make recommendations for revisions to the City's Election Campaign Control Ordinance and Municipal Lobbying Ordinance.

Expand the education and training program to include volunteer boards and commissions.

Hire a financial investigator to begin random audits of campaign financial disclosure forms.

Develop an on-line training program to facilitate the biennial recertification requirement for individuals who fall within the jurisdiction of the Commission.

# Ethics Commission

Ethics Commission				
	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED	FY 2003-2004 CHANGE
Positions	0.00	3.00	4.00	1.00
Personnel Expense	\$ -	\$ 257,585	\$ 356,179	\$ 98,594
Non-Personnel Expense	\$ -	\$ 156,298	\$ 122,867	\$ (33,431)
TOTAL	\$ -	\$ 413,883	\$ 479,046	\$ 65,163

## Department Staffing

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>GENERAL FUND</b>			
<b>Ethics Commission</b>			
Ethics Commission	0.00	3.00	4.00
<b>Total</b>	<b>0.00</b>	<b>3.00</b>	<b>4.00</b>

## Department Expenditures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>GENERAL FUND</b>			
<b>Ethics Commission</b>			
Ethics Commission	\$ -	\$ 413,883	\$ 479,046
<b>Total</b>	<b>\$ -</b>	<b>\$ 413,883</b>	<b>\$ 479,046</b>

# Ethics Commission

## Significant Budget Adjustments

### GENERAL FUND

Ethics Commission	Positions	Cost
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00	\$ 20,079
<b>Staffing and Support for Ethics Commission Independent Audits</b> Addition of 1.00 Accountant II and support costs to provide for Ethics Commission independent audits.	1.00	\$ 82,426
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ 4,112
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ 36
<b>Reduction in Contractual Services</b> Reduction in contractual services to provide savings to the General Fund.	0.00	\$ (41,490)

## Expenditures by Category

	FY2002 ACTUAL	FY2003 BUDGET	FY2004 PROPOSED
<b>PERSONNEL</b>			
Salaries & Wages	\$ -	\$ 198,678	\$ 267,041
Fringe Benefits	\$ -	\$ 58,907	\$ 89,138
<b>SUBTOTAL PERSONNEL</b>	<b>\$ -</b>	<b>\$ 257,585</b>	<b>\$ 356,179</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ -	\$ 100,917	\$ 53,873
Information Technology	\$ -	\$ 47,750	\$ 54,505
Energy/Utilities	\$ -	\$ 2,631	\$ 3,024
Equipment Outlay	\$ -	\$ 5,000	\$ 11,465
<b>SUBTOTAL NON-PERSONNEL</b>	<b>\$ -</b>	<b>\$ 156,298</b>	<b>\$ 122,867</b>
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 413,883</b>	<b>\$ 479,046</b>

# Ethics Commission

## Salary Schedule

### GENERAL FUND

#### Ethics Commission

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1596	City Attorney Investigator	1.00	<b>0.00</b>	\$	-	\$ -
1842	Accountant II	0.00	<b>1.00</b>	\$	54,518	\$ 54,518
1876	Executive Secretary	1.00	<b>1.00</b>	\$	46,240	\$ 46,240
1885	Sr Attorney Investigator	0.00	<b>1.00</b>	\$	64,657	\$ 64,657
2268	Executive Director	1.00	<b>1.00</b>	\$	101,626	\$ 101,626
<b>Total</b>		<b>3.00</b>	<b>4.00</b>			<b>\$ 267,041</b>
<b>ETHICS COMMISSION TOTAL</b>		<b>3.00</b>	<b>4.00</b>			<b>\$ 267,041</b>

## Five-Year Expenditure Forecast

	<b>FY 2004 PROPOSED</b>	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST	FY 2008 FORECAST
Positions	<b>4.00</b>	4.00	4.00	4.00	4.00
Personnel Expense	\$ <b>356,179</b>	\$ 366,864	\$ 377,870	\$ 389,206	\$ 400,882
Non-Personnel Expense	\$ <b>122,867</b>	\$ 126,553	\$ 130,350	\$ 134,261	\$ 138,289
TOTAL EXPENDITURES	\$ <b>479,046</b>	\$ 493,417	\$ 508,220	\$ 523,467	\$ 539,171

### Ethics Commission

#### Fiscal Year 2005

No major projected requirements.

#### Fiscal Year 2006

No major projected requirements.

#### Fiscal Year 2007

No major projected requirements.

#### Fiscal Year 2008

No major projected requirements.